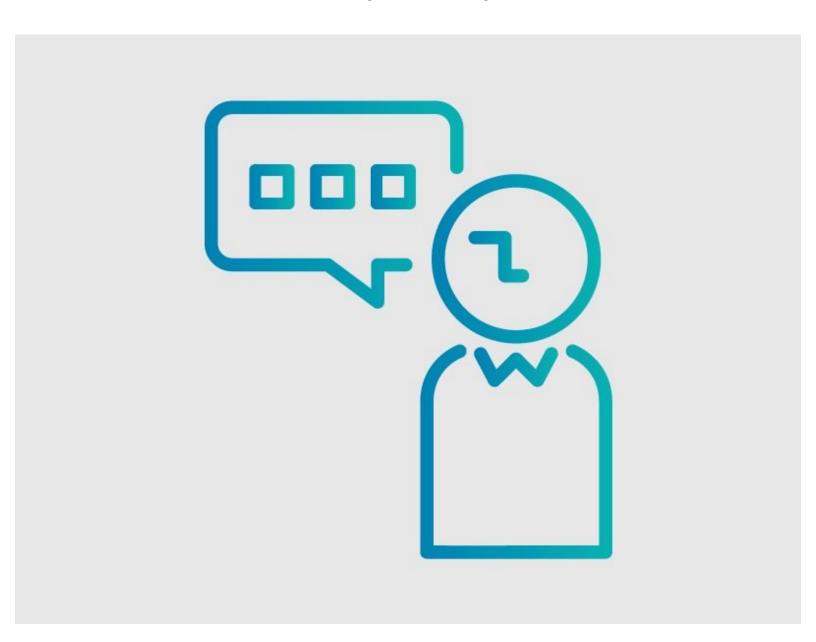


How to Manually Translate Guides

This guide demonstrates how to manually translate a guide.

Written By: Dozuki System

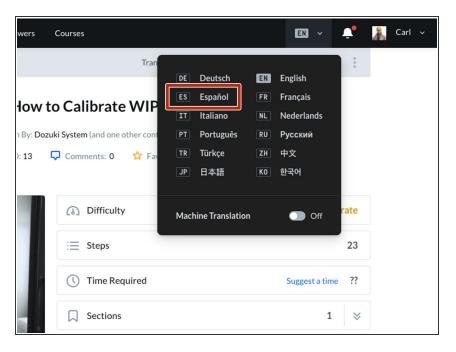


INTRODUCTION

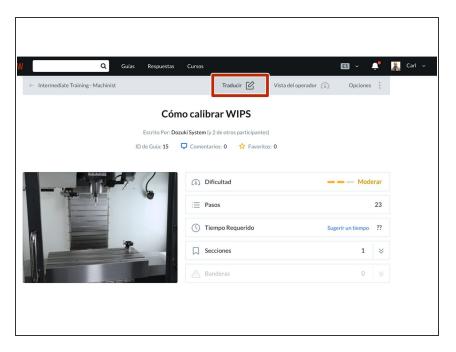
This guide demonstrates how to manually translate a guide.

PLEASE NOTE: This feature is only accessible for sites that do not use the Version Control feature.

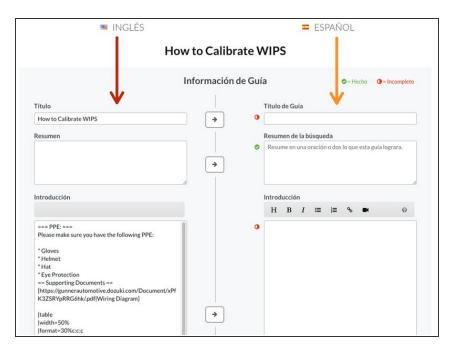
Step 1 — How to Manually Translate Guides



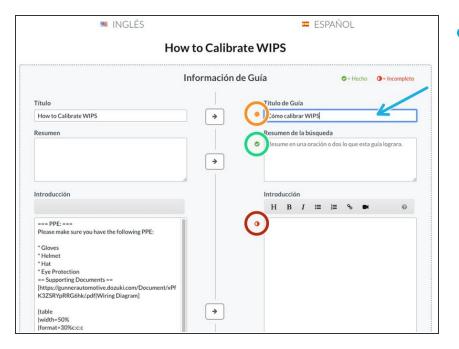
- Open the guide you want to Manually Translate.
- Expand the Language Menu from the site header and select the language you want to manual translate to.



- Click Translate in the subheader.
 - ② Seen here in Spanish, Traducir.

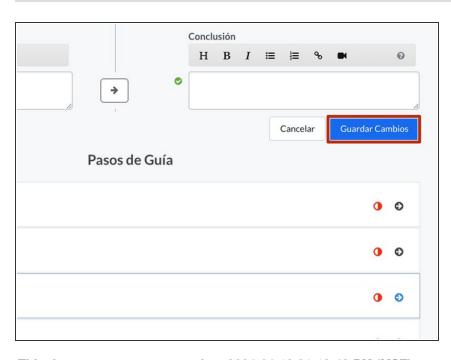


- The page will refresh and display the Translation Page.
 - The translation starts with the introduction.
- The left side of the page displays the guide's current language.
- The right side of the page displays the language to which the guide will be translated.
- If you exit out of the Translation Page, you need to repeat Steps 1 and 2 to resume translating the guide.



- To start translating, enter the translation of each section into the text boxes on the right side of the page.
 - The sections not yet translated have the marker on the left of the text box that is a half filled red circle.
 - While translating a section, the marker on the left of the text box changes to an orange marker.
 - When the translation for a section is complete, the marker on the left of the text box changes to a green marker with a check.

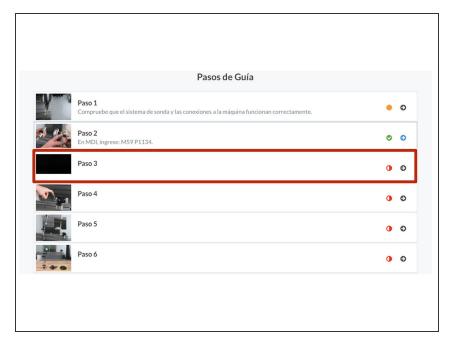
Step 5



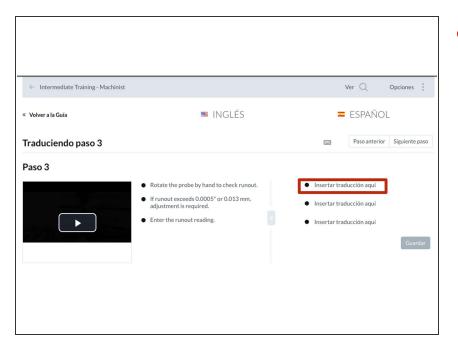
- When finished translating the introduction, click on the Save Changes button.
 - Here in Spanish, Guardar Cambios.

This document was generated on 2024-04-19 01:12:43 PM (MST).

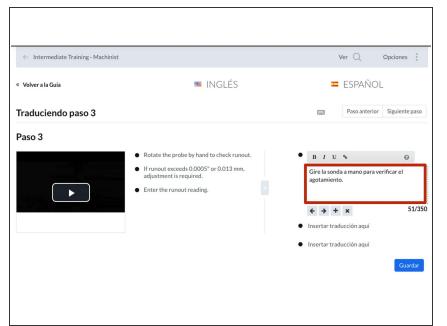
Step 6 — Translating Guide Steps



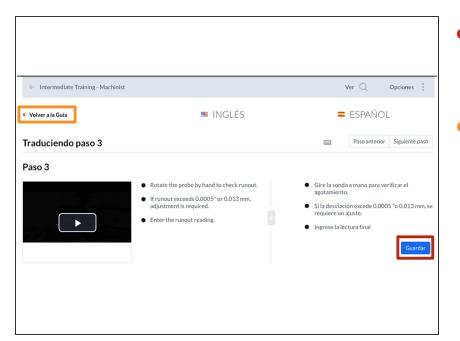
- Click on a step to translate it.
 - The steps are listed below the Introduction edits on the Translation Page.
 - Steps do not need to be translated in order.



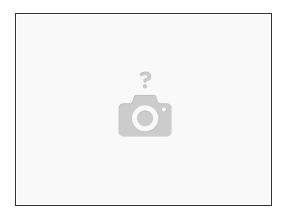
- Click Insert Translation Here to open the text box.
 - i Here in Spanish, *Insertar* traduccion aqui.



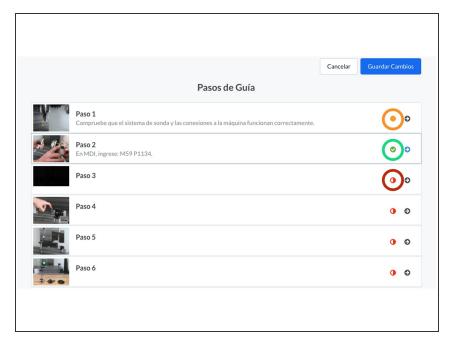
 Enter the translation of the corresponding bullet into the text box.



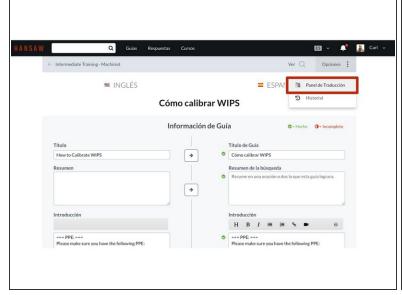
- When you complete the step translation, click Save.
 - i Here in Spanish, Guardar.
- After you save the changes, click the **Back to Guide** button to return to the Translation Page.
 - i Here in Spanish, Volver a la Guia.

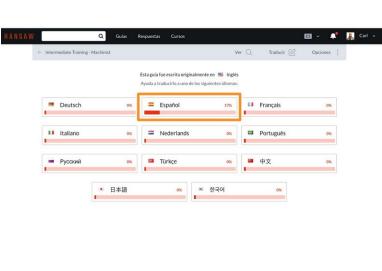


Repeat the process for each step in the guide.



- A red half-filled circle to the right of the step number and title indicates that the step has not been translated.
- An orange marker to the right of the step number and title indicates that the step's translation is complete.
- A green check mark to the right of the step number and title indicates that the step's translation is complete.





- The entire document does not need to be translated at once.
 - Any translations made will be saved and can be accessed at a later date for completion.
- The progress of all translations are displayed on the Translation Panel, found under options in the sub-header of the page, while in the Translation Screen.
 - ① Here in Spanish, Panel de Traduccion.
- The Spanish translation of the guide shown is 17% complete.